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ABSTRACT

This monograph deals with the practical problems of organizing and conducting a large track meet. Its purpose is to serve as a guide to coaches and athletic directors who have had little experience in such an operation. Cited is the P.K. Yonge Annual Invitational Track and Field Meet, an annual high school track meet for class AA schools in North Central Florida. The following examples from this meet are included to serve as models for others concerned with the management of large meets; (a) a summary of winners and runners-up in the P.K. Yonge Invitational and the class AA state champions and runners-up; (b) letter of invitation; (c) information letter; (d) entry list form; (e) P. K. Yonge Invitational Meet records (1951-1973); (f) summary of results of the 21st annual P. K. Yonge Invitational; (g) high hurdle lane assignments; (h) 880-run lane assignments; (i) sprint medley lane assignments; (j) list of officials and coaches; and (k) letter of appreciation to officials. (JCW)

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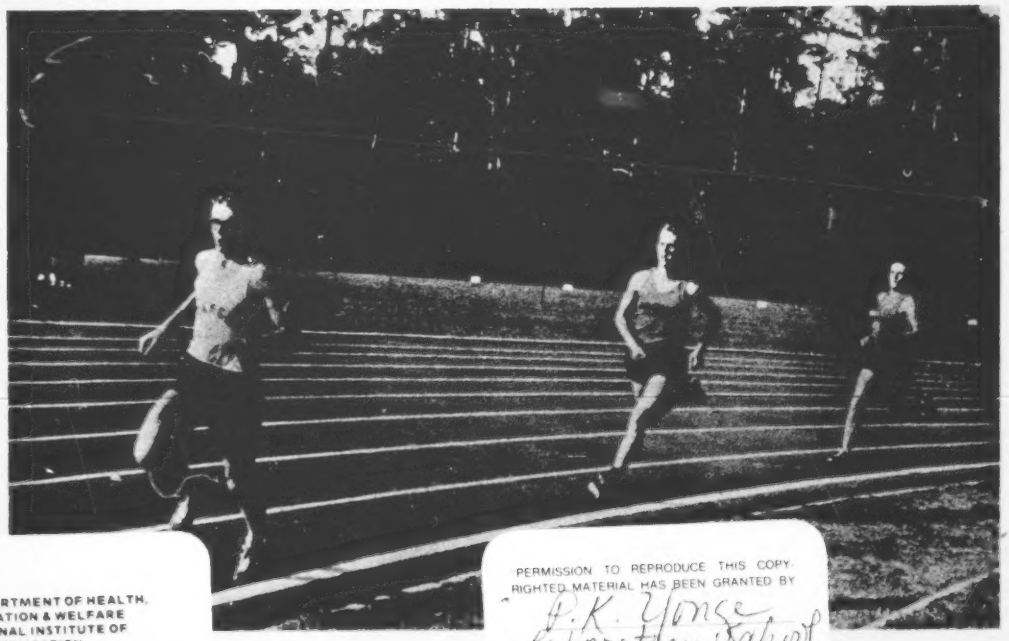
THE P. K. YONGE

ANNUAL INVITATIONAL TRACK AND FIELD MEET



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A Model for Organizing and Conducting a High School Invitational

SP008 816

Resource Monograph No. 10

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Dr. J. B. Hodges, Director

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THE P.K. YONGE ANNUAL INVITATIONAL TRACK AND FIELD MEET

A MODEL FOR ORGANIZING AND CONDUCTING A HIGH SCHOOL INVITATIONAL

By

Dr. Kirby Stewart

November, 1973

P.K. Yonge Laboratory School
University of Florida
Gainesville, Florida 32601

This public document was promulgated to disseminate information to high school track coaches in the State of Florida at an annual cost of $1246.70 or$.498 per copy.

Preface

The primary role of the P.K. Yonge Laboratory School is to conduct research and development to aid in the solution of problems encountered by the public schools of the State. In performing this role, the usual procedure is to identify a problem, develop a research design for testing one or more solutions, implement the design, and publish results in a research monograph which is mailed to appropriate public school personnel. Since the R & D role was assigned the School in 1969, seven research monographs have been distributed. They have reported research and development pertaining to problems in reading instruction, human relations education, helping children escape the failure cycle, aesthetic education, individualization of instruction, and effectively utilizing physical resources outside the school.

As they have traveled over the State in field testing and disseminating information about completed R & D projects, Laboratory School faculty have learned that public school teachers have many problems which are not amendable to research and development design. In some cases these are problems in which the Laboratory School has faculty who have encountered and have acquired some experience relative to their solution; consequently, a series of resource monographs was initiated in 1972 by distribution of the School's statement of philosophy and objectives.

This tenth resource monograph deals with the very practical problem of organizing and conducting a large track meet. Its purpose is to serve as a guide for track coaches or athletic

directors who have had little experience in such an operation. It is based upon the experiences of those faculty who have conducted the P.K. Yonge Invitational Track Meet for the past twenty-two years.

It is hoped that the suggestions provided will be of use to coaches since the emphasis is placed on actual, practical problems associated with management of large meets. We solicit your reactions and an exchange of ideas which might promote better track meets and programs in the State of Florida.

November 1,1973

J.B. Hodges, Director
P.K. Yonge Laboratory School
and Professor of Education

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THE P.K. YONGE ANNUAL INVITATIONAL TRACK AND FIELD MEET: A MODEL FOR ORGANIZING AND CONDUCTING A HIGH SCHOOL INVITATIONAL

Introduction

The P.K. Yonge Invitational high school track meet for Class AA schools has been an annual event in North Central Florida for twenty-two consecutive years. During that time, approximately 339 schools have participated, representing an estimated 7,458 athletes, and 1,650 coaches, meet officials, and helpers.

The meet is considered by many coaches to be one of the best for this classification. Several factors probably contribute to the success of the meet each year. Prior to the moving of the State Meet to Winter Park, one of the major attractions of the meet was the opportunity to compete at the site prior to State competition. With the move, an anticipated drop in participation did not occur. Competition and the number of schools entering has remained at a high level.

The keenness of competition (a demonstration of the quality of the track programs of the participating schools) is undoubtedly one of its major attractions. The chart on page 2 clearly demonstrates this factor. In reviewing the records of the P.K. Yonge Invitationals, it was found that the winner or runner-up in the Invitational repeated as either the winner or runner-up in the State Meet in every year except one. In 1969, neither the winner nor the runner-up in the State Meet had participated in the P.K. Yonge Invitationals.

Example 1

A Summary of Winners and Runners-up in
the P. K. Yonge Invitationals and the Class AA
State Champions and Runners-up

YEAR		P. K. YONGE INVITATIONAL		STATE MEET
1962	C	Starke[1]	C	Clermont
	R	Florida High →	R	Florida High
1963	C	Florida High →	C	Florida High
	R	Lake Weir →	R	Lake Weir
1964	C	Florida High →	CoC	Florida High
	R	Clay County	CoC	Fort Meade
1965	C	Florida High →	C	P. K. Yonge
	R	P. K. Yonge →	R	Clermont
1966	C	Florida High →	C	Clermont
	R	Clermont →	R	Florida High
1967	C	Tampa Catholic →	C	Tampa Catholic
	R	Clermont	R	Fort Meade
1968	CoC	Chiefland	C	Tampa Catholic
	CoC	Clermont →	R	Clermont
1969	C	P. K. Yonge	C	Bartow-Union Academy
	R	Ocala-Howard	R	Pahokee
1970	C	P. K. Yonge →	C	Florida High
	R	Florida High →	R	Pahokee
1971	C	Clermont	C	Fort Meade
	R	P. K. Yonge →	R	P. K. Yonge
1972	C	Jefferson County →	C	Jefferson County
	R	P. K. Yonge	R	Fort Meade
1973	C	Jefferson County →	C	Jefferson County
	R	P. K. Yonge	R	Miami - Pace

C - Champion
R - Runner-up

[1]Class AAA - Third in State

Another factor contributing to the success of the meet and the perennial return of many of the schools with excellent track programs is probably related to the organization of the meet and the manner in which the meet is conducted. Some of the strategies and techniques utilized in recent years in organizing and conducting the P.K. Yonge Relays are discussed on the pages which follow.

Selecting an Appropriate Date for the Invitational

A number of factors are considered in determining the date on which the P.K. Yonge Invitationals will be held each year. The meet is run on Saturday in order that schools from throughout the State may participate without loss of school time. As nearly as possible, an equivalent week-end is chosen from year to year to establish a "regular" date for the Invitationals in order to help avoid conflicts with other events, particularly since more and more schools have recently undertaken invitationals. A close check of the school calendar and the FHSAA calendar is also an established practice as insurance against internal, schoolwide conflicts.

Occasionally, the proposed date will conflict with schedules of one or more of the outstanding teams who participate annually Alternative dates are then considered and changes made to accommodate these preferred schools. The point is to find a date satisfactory to as many of the best teams as possible.

The selection of the date may also be affected by the facilities available to the school. In larger communities,

the track may be shared by two or more schools. At P.K. Yonge, Perry Track of the University of Florida is used; hence, early reservation of the facility is necessary. It is possible to share facilities when conflict is unavoidable, but certainly, it is more desirable to avoid the complications associated with shared facilities.

The Meet Director will also want to check with other activities scheduled in the community which might cause conflicts of interest among fans and supporters of the track team and the school.

The Invitation

The invitation is mailed to approximately thirty outstanding Class AA schools during the first or second week in January so that track coaches may check their calendars and reserve the date in planning their schedules for the season. The invitation is simple, including only three items: 1) an invitation to participate, 2) the date and time of the meet, and 3) a form indicating an intention to participate with instructions that it be returned by a specified date. It seems advisable to ask schools to return the form even if they do not plan to enter the Invitational. (See example page 5).

Although a majority of the schools respond by the specified date, some do not; therefore, a follow-up invitation is sent about three weeks before the meet. This usually increases the number of responses. As the letters of intention to participate are being returned by interested schools, the "Sanction Application

Example 2: The Letter of Invitation

SEVENTEENTH ANNUAL
P. K. YONGE INVITATIONAL RELAYS
UNIVERSITY OF FLORIDA TRACK
GAINESVILLE, FLORIDA
April 6, 1968

Dear Coach:

Please consider this letter your invitation to attend the 17th annual P. K. Yonge Relays, to be held this year on Saturday, April 6, 1968, beginning at noon. Only schools in which 200 or fewer boys are enrolled will be invited. The Relays will be sanctioned and the rules and regulations of the FHSAA will be followed.

Sincerely,

Kirby Stewart

Kirby Stewart
Track Coach
P. K. Yonge
Gainesville, Florida

clip off

Please return this slip to me by February 16th so that we may make plans for the meet. A schedule of events, previous records, and other information will be forwarded to you after we receive your intention to enter the relays.

Our school_____ plans to enter a team in the P. K. Relays this year. We will enter approximately _____ boys.

_____
Signature of coach

If you do not plan to enter, please check and return.

_____We do not plan to attend this year. _____High School

Form" is filed in duplicate with the FHSAA. A list of the names of the schools expected to participate in the meet accompanies the application form.

Pre-Meet Information

A packet of information is sent to each accepting school. This packet contains 1) an information letter, 2) entry forms, 3) the P.K. Yonge Invitational Records (1951-1973), and 4) a copy of the results of the previous meet.

The Information Letter (See example page 7).

The letter includes information about:

1. Sanction by FHSAA,
2. Reminder that all rules and regulations of FHSAA will be strictly enforced,
3. Eligibility slips,
4. Places and awards,
5. Number of entries per event,
6. Facilities for dressing and showering,
7. Date for return of entry form,
8. Date for setting up preliminary heats and lane assignments,
9. Scratch meeting time and place,
10. Number of participating schools, and,
11. Starting time of the preliminaries.

The Entry Form (See example page 8).

The entry form provides 1) space for the allowable number of contestants in each event in the order events are to be run; 2) a

Example 3: Information Letter

TWENTY-FIRST ANNUAL P. K. YONGE INVITATIONAL
TRACK AND FEILD MEET
April 22, 1972

The invitational has been sanctioned by the FHSAA and its rules and regulations will be enforced.

Six places will be scored according the FHSAA regulations.

A medal will be awarded winners of each event.

Ribbons will be awarded the second through sixth places.

A championship trophy will be awarded the first place team.

Mail or bring your eligibility slips to Kirby Stewart, Athletic Director, P. K. Yonge. This is an important rule of the FHSAA which must be enforced.

Each school may enter three contestants in the individual events and one relay team in each of the relays.

Contestants may use the physical education locker room in the University of Florida Gymnasium to dress and shower. Towels are available for a small fee.

Please return the entry form by Monday, April 17, or earlier. Give accurate times in both the individual and relay events. Give the times in the relays that the team should run that is running in this meet. In other words if you have run a certain time, but you are going to substitute a slower (or faster) leg, please take this into consideration.

Heats and lanes will be drawn Thursday night, April 20, at 7:00 PM at the P. K. Yonge gymnasium. Coaches are invited to attend if you so desire.

We will have a scratch meeting at 11:00 AM Saturday, April 22, in order to make additions and corrections of heats and lanes. The meeting will take place under the canopy at the start for the high hurdles. Please be prompt! NOTICE -- This is an hour earlier than usual for the relays. It is necessary that we start our preliminaries in running and finals in the field at 12:00 because the University of Florida is hosting a three-way meet at 6:00 PM.

At the present, sixteen schools have accepted the invitation. We expect twenty schools to participate. We have many of the truly outstanding teams in the State coming to the meet.

WE APPRECIATE YOUR COOPERATION AND ASSISTANCE IN MAKING THIS A SUCCESSFUL MEET EACH YEAR!!! If you have any questions call Kirby Stewart at 392-1528 during school hours, or 378-3882 after school.

Sincerely,

Kirby Stewart

Kirby Stewart
Meet Director
P. K. Yonge Laboratory School
Gainesville, Florida 32601

Example 4

ENTRY LIST -- P. K. Yonge Invitationals

120 High Hurdles	Time	880 Run	Time	High Jump	Ht.-Distance
1		1		1	
2		2		2	
3		3		3	
100 Yard Dash	**Time**	**Sprint Medley**	**Time**	**Pole Vault**	
1		110		1	
2		220		2	
3		330		3	
		440			
Mile Run	**Time**	**220 Yard Dash**	**Time**	**Long Jump**	
1		1		1	
2		2		2	
3		3		3	
880 Yard Relay	**Time**	**Two Mile Run**	**Time**	**Shot Put**	
		1		1	
		2		2	
		3		3	
440 Dash	**Time**	**Mile Relay**	**Time**	**Discus**	
1				1	
2				2	
3				3	
330 Int. Hurdles	**Time**				
1					
2					
3					

Return to Kirby Stewart, Athletic Director,
P. K. Yonge, Gainesville, Florida

Return one copy by Monday, April 17.

School _____

Coach _____ Date _____

place for time, height, or distance; 3) a return address; and, 4) a return deadline date.

The deadline date for return of the entry form is very important. If this date is too soon, the entry list loses some value in that many competitors will improve their performances before the meet is run. This may, of course, have critical effects in the events where preliminary or final events are drawn according to competitive times established by athletes. On the other hand, the date for return of the entry form must consider a possible delay in mail service which sometimes occurs. It is usually asked that the entry form be returned one week prior to the meet with the hope that all entries will be in by Wednesday prior to the meet on Saturday.

Should an entry list not be received by Wednesday noon, the coach is called and the entry is taken via telephone. Getting all entries in by Wednesday allows sufficient time for drawing preliminary heats and lanes and for having this material mimeographed and collated into booklet form for use by coaches and officials at the meet. It is also desirable to have the entries by Wednesday in order that up-to-date information may be given the local sportswriter for a newspaper article emphsizing the outstanding teams and competitors coming to the Invitational.

Meet Records and Results of Previous Year

As previously stated, the P.K. Yonge Invitational Meet Records and a copy of the results from the previous year are included in the packet. Coaches of the participating schools may

use this information in any way they wish. It is hoped that these two items are placed on the bulletin board or discussed at each school so that athletes may know the level of performance needed to break a record. In addition, this information makes it possible for each member of each tema to compare his performance with the six scoring places of the previous year. Enough copies of the results and records are run at the completion of each Invitational to send in the packet of materials the following year. This saves time and effort in preparing for the Invitational. (See P.K. Yonge Invitational Meet Records, page and Results of the 21st Annual P.K. Yonge Invitational Track and Field Meet, page 12).

Preliminary Drawing for Heats and Lanes

A preliminary drawing for heats and lanes is held on Wednesday or Thursday night prior to the meet. In the information letter an open invitation to all coaches wishing to attend the session is offered. Three or four selected coaches as well as the clerk of the course are asked to attend this preliminary scratch meeting.

As previously mentioned, a booklet containing the names of competitors assigned to heats and lanes is provided all coaches and officials. The information is placed in the booklet at the time of this preliminary meeting by following the procedures which follow: The entry forms received from the participating schools are first divided among those present at the meeting. Starting with the high hurdles, the number of competitors contained on the entry lists are counted to determine the number of heats

Example 5: P. K. Yonge Invitational Records

P. K. YONGE INVITATIONALS MEET RECORDS(1951-1973)

Event	Time or Distance	Name--School	Year
Shot Put	53' 11"	King - Fla. High	1970
Long Jump	22' 6"	Wolcott - Citrus	1966
Discus	148' 10"	Hartley - Williston	1972
High Jump	6' 3/4"	Seymour - Starke Shannon - Lake Weir	1962 1962
Pole Vault	12' 10"	Martin - Starke	1962
Triple Jump	40' 2"	Wolcott - Citrus	1966
120 High Hurdles	15.0	Ostrander - Lake Weir	1966
100 Yard Dash	9.8	Handburg - Fla. High	1966
Mile Run	4:36.2	Alexander - Jefferson Co.	1973
880 Relay	1:31.2	Tampa Catholic	1967
440 Yard Dash	50.6	Davis - Chiefland	1973
180 Low Hurdles	20.6	Ostrander - Lake Weir	1966
880 Yard Run	2:00.5	Henry - Jefferson County	1972
Sprint Medley	2:03.1	Jefferson County	1973
220 Yard Dash	22.3	Handburg - Fla. High	1966
Two Mile Run	10:29.9	Jonas - P. K. Yonge	1973
Mile Relay	3:27.9	Jefferson County	1972
330 Int. Hurdles	42.3	Wright - Lake Weir	1973

Example 6: Summary of Results of the 21st Annual P.K. Yonge Invitational

21st ANNUAL P. K. YONGE INVITATIONAL TRACK AND FIELD MEET--FLORIDA FIELD--APRIL 22, 1972

Event	First Place	Second Place	Third Place	Fourth Place	Fifth Place	Sixth Place
120 HH	Clark 15.5 PKY	Campbell 15.6 UC	White 15.9 Jeff	Hatch 16.7 Bran	Starnes 16.8 Arc	Morgan 16.9 Arc
100 Dash	Stroman 10.3 Arc	Brown 10.6 New	Scott 10.8 PKY	Lawson 10.9 PKY	Haynes 11.0 Will	Alexander 11.1UC
Mile Run	Alexander 4:42.5	J Pennington 4:43.6A	Preston 4:46.6 P	Edwards 4:49.6 W	Statimire 4:54 UC	Madry 4:54.5 J
880 Relay	Fla. High 1:32.0	Jefferson 1:34.5	P. K. Yonge 1:35.3	Union Co. 1:36.0	Arcadia 1:37.0	Branford 1:37.1
440 Dash	Stroman 50.9* Arc	Smith 52.6 MCC	Gordon 52.7 Haw	Wade 53.7 Jeff	Lee 53.8 New	Williams 55.5UC
180 LH	White 22.0 Jeff	Stokes 22.5 Will	Clark 23.0 PKY	Kelly 23.1 MCC	Campbell 23.2 UC	Morgan 23.3 Arc
880 Run	Henry 2:00.5* Jeff	Alexander 2:03.6J	Edwards 2:04.1 W	Brewer 2:06.2 P	Kimbrough 2:06.5 P	Smith 2:10.1 P
Sprint Med	Jefferson Co. TIE	Hawthorne 2:06.0	Arcadia 2:07.1	Newberry 2:10.2	Union Co. 2:10.9	MCC 2:11.5
220 Dash	Stroman 23.3 Arc	Scott 23.9 PKY	Stearns 24.0 UC	Johnson 24.5 Jeff	Hayes 25.0 Will	Rolax 25.2 PKY
Two Mile Run	Madry 10:47.2	Jeff Wooley 10:48.2 MCC	Preston 11:07.1P	Griffis 11:10.1 UC	Brewer 11:10.5 P	McCrayll:10.6W
Mile Relay	Jefferson 3:27.9*	Fla. High 3:39.2	Hawthorne 3:43.5	P.K. Yonge 3:43.6	Union Co. 3:51.2	Arcadia 3:52.6
Discus	Hartley 148'10"W	Beach 147'8 1/2"B	Greene 134'5" P	Campbell 129'2"UC	Blardin 124'8"	Richardson 123' CR
Pole Vault	Beach 12' Bran	Hatch 11'6" Bran	Pennington 11'6" A	Scharein 11' TIE	Sherrouse W	Fletcher 11' Br
Long Jump	Scott 21'2" PKY	Morgan 20'3" Arc	McGhee 20' 1/4" PKY	Boykins 19'11" UC	Watkins 19'10"UC	Carter 19'9 1/2A
High Jump	Edwards 6'0"FL	Morgan 5'10" Arc	Smith 5'10" MCC	Johnston 5'10" P	McGhee 5'8" PKY	Carter 5'8" Arc
Shot Put	Beach 50'6" Bran	Campbell 49' UC	Richardson 46'5" CR	Hassell 45'1" W	Blardin 45'1/2"A	Denmark 44'10"FH

* New Meet Record

FINAL SCORE

Jefferson County	73 1/2
P. K. Yonge	70
Desoto County	59
Union County	39
Williston	29 1/2
Branford	29
Hawthorne	19
Florida High	19
Melbourne Central	18
Newberry	11
Father Lopez	7
Crystal River	5
Wildwood	0

necessary and the number of competitors to qualify for the finals. The blank forms for this purpose have been prepared on ditto during the day by student assistants. Starting with the best time indicated on the entry lists, heat leaders are identified and an attempt is made to equalize heats by adding runners to heats in, first, a descending and, then, an ascending order, as described on page 41 in the 1973 Track pamphlet distributed by the FHSAA. This is done for all running events requiring preliminaries. For the 880 yard run, the best sixteen runners are placed in heat one, lanes 2A, 3A, etc., according to times and, again, in accordance with FHSAA regulations. The remaining 880 competitors are placed in the slow heat in the same way. For the mile and two mile runs, the competitors are placed side by side, inside-out according to times. For the 440 yard dash the eight best competitors are placed in the first heat; eight second best, in heat two; and so on for all subsequent heats according to posted times. In compliance with FHSAA rules, the best time for each of these heats is placed in lane two; second best in lane three; and so on, with the poorest time for the heat being placed in lane one. This procedure is also followed for relays, with the fast heat being run first in the 880 and sprint medley relays and the fast heat being run last in the mile relay.

Examples of excerpts from the booklet, printed and distributed each year, follow on the next three pages. Examples selected include the 120 yard high hurdles, the 880 yard run, and the sprint medley relay.

P. K. Yonge Invitationals
March 17, 1973

Example 7: High Hurdle Lane Assignments

120 High Hurdles

Heat One

LANE	NAME		SCHOOL	TIME	PLACE
1					
2	Freeny	13[a]	S. F.		
3	Acree, S.	9	New.		
4	Isom, Larry	5	Jeff.		
* 5	Jonas	1	PKY		
6	Watkins	4	L. B.		
7	Fried	8	PKY		
8	Parker	12	S.F.		
9	Little	16	Haw.		

Heat Two

1	Duval	17[b]	S. F.		
2	Carey	14	MCC		
3	Isom, Harry	10	Jeff.		
4	Wright	6	Lake W.		
* 5	Scharin	2	Jeff.		
6	McLean	3	Cler.		
7	Parker	7	L. B.		
8	O'Steen	11	New.		
9	Locasio	15	PKY		

Finals

1				
2				
3				
4				
5				
6				
7				
8				
9				

Four best each heat will qualify for the finals

* Heat leader

a) Times in order, best to poorest. Not included in booklet.

b) Would normally be in heat one. Placed in heat two to avoid having all runners from one school in the same heat.

P. K. Yonge Invitational
March 17, 1973

Example 8: 880 Run Lane Assignments

880 RUN

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FAST HEAT

	NAME	SCHOOL	TIME	PLACE
1a	McCray	Will.		
1b	Brown[2]	Will.		
2a	Mandry[1]	Jeff.		
2b	Hicks, William	Jeff.		
3a	Preston	PKY		
3b	Vogh	PKY		
4a	Stone	Haw.		
4b	Gordon	Haw.		
5a	Thomas	L. B.		
5b	Clark	Lake W.		
6a	Hicks, Joe	Jeff.		
6b	Hope	Lake W.		
7a	Kennedy	Cler.		
7b	Ramsey	Chief.		
8a	Watson	Haw.		
8b	Johnson	L. B.		

SLOW HEAT

1a	Nelson	MCC		
1b	Scaff	L. B.		
2a	McCoy[3]	Will.		
2b	Parrish	S. F.		
3a	Whitfield	New.		
3b	Robinson	S. F.		
4a	Phillips	New.		
4b	Curtis	S. F.		
5a	Taylor	New.		
5b				
6a				
6b				
7a				
7b				
8a				
8b				

Six Best Score. Run Against Time.

1 Best recorded time

2 16th best time

3 17th best time

P. K. Yonge Invitationals
March 17, 1973

Example 9: Sprint Medley Lane Assignments

SPRINT MEDLEY RELAY

-FAST HEAT-

LANE	SCHOOL	COMPETITORS	TIME	PLACE
1	[3] Lake Weir			
2	[1] Jefferson			
3	[2] Fla. High			
4	Hawthorne			
5	P. K. Yonge			
6	Lake Butler			
7				
8				

-SLOW HEAT-

1	Newberry			
2	Williston			
3	Chiefland			
4	Clermont			
5	Santa Fe			
6				
7				
8				

Six Best Score. Run Against Time

[1] Best Time

[2] Second Best

[3] Slowest in first heat, sixth best of those entered in Relays

Many coaches and officials have commented relative to the value of the booklet. By use of the booklet, the scratch meeting can be accomplished in a much shorter period of time. Coaches may then inform team members of heats and lanes long before the event is to be run. This expedites one of the tasks of the clerk and also allows competitors to warm up in the proper lane for certain events, such as the hurdles. Coaches also seem to like it because it gives them the names of all competitors in each event from every school entered, and it is useful to coaches in recording times of both his athletes and those of other schools. (This information may then be valuable to the coach in planning team strategy in later track meets with rival schools who competed in the Invitationals.) Meet officials find it useful for recording the official times of the Invitational, and the official copy of the head finish judge becomes the copy of record.

The Scratch Meeting

The scratch meeting, held one hour before the meet begins, is opened by providing the following to each coach:

1. The booklet containing heat and lane assignments,
2. A list of officials and order of events, and
3. A card for each relay event.

Announcements are made at this time relative to:

1. Turning in FHSAA eligibility slips to the Meet Manager;
2. Weighing in of shot and discus;
3. Turning in relay cards just prior to each relay to the clerk;

4. Awarding of ribbons and medals;

5. Signing in of athletes at each field event;

6. Adding and scratching athletes in each field event at the conclusion of the scratch meeting;

7. Discussing long jump in two pits for preliminaries;

8. Discussing other information relative to preliminary and final field events;

9. Availability of ice and Gatorade for coaches and athletes;

10. Availability of short spikes;

11. Availability of shower and dressing facilities;

12. Pointing out location of scorers table;

13. Identifying members of the jury of appeals; and

14. Discussing certain FHSAA rules and regulations; i.e., a reminder about athletes keeping shirts in, shoes on, and headbands off.

As these announcements are being made and discussed with coaches, simultaneous announcements are being made over the public address system to the athletes, particularly pertaining to warm-up in the field events; weighing in of shot and discus; regulations about shoes, shirts, and headbands; presentation of ribbons and awards; returning in lanes; and remaining away from the finish line and other important areas of the track when not competing. Specifics of many of these items of announcements to coaches and participants are discussed elsewhere in the monograph.

After briefly explaining how heats and lanes are drawn, the major business of the scratch meeting is conducted by reading the heat and lane assignments of every running event. We scratch

individually, in each event, and then immediately add according to times(rather than schools) so that the heats remain relatively unchanged from the standpoint of ability of competitors. As indicated previously, the use of the booklet to add and scratch competitors expedites the meeting and provides every coach with an up-to-date list of the runners in each heat of each event. The meeting is closed by reminding coaches that they are responsbile for scratching or adding competitors in each of the field events.

Securing Officials

No attempt will be given to outline the responsbilities of each official. The track coach who is unfamiliar with responsibilities of meet officials should secure a copy of Track and Field Officials Manual 1973-74, United States Track and Field Federation, 1225 N. 10th Avenue, Tucson, Arizona, 85705. The cost of this manual is only $1.00.

The following guidelines are offered to help in securing officials. Contact your officials at least two months prior to the meet. A telephone call is more efficient than either a form or personal letter. In addition, a telephone call provides an opportunity to chat about developments in the world of track and field or about developments in your school or community. Plan for a follow-up confirmation telephone call about a week before the Invitational .

Key people needed to assist in the meet are the clerk, starter, head field judge, referee, head finish judge, head timer, chief lane inspector, and scorer, as well as officials for field events. In seeking their volunteer assistance, it is important to keep two points in mind. First, although it is an honor to be asked to serve in such a capacity and most officials are happy to assume that responsibility, it is possible to call upon those who are most willing too frequently. In this case, what is usually considered a privilege could become a burden. The principle applies to all key people as well as those officiating field events. The second point is that the key people must be the best you can find.

A jury of appeals is usually selected from among coaches or teachers attending the meet. If highly competent people have been secured in the key positions, it is seldom necessary to call on the jury of appeals for decisions.

Some key officials may help to secure other officials. For instance the head finish judge,head timer, and chief lane inspector may be able to secure an assistant starter and a couple of students to handle the starting blocks. Assuming the responsibility for securing additional help seems to increase the feeling of involvement and commitment to the Invitational among officials. It also serves to involve a number of people known by the various officials who may or may not be known by the Meet Director.

Involve students in the meet. There are many tasks students can perform in an excellent manner. The athletes themselves appreciate seeing other students in helping relationships. Even

some of your key people may be students. One of the best clerks we have had was a high school senior girl who had assisted the track program in many capacities since her ninth grade. The opportunity to serve as the clerk of the P.K. Yonge Invitationals was one of the highlights of her high school career. Exceptional students have served as heads of almost every field event, as announcers, and as scorers. Annually, students assist as timers, finish tape holders, scorers, awards officials, starting blocks assistant, and field event assistants. The scorers also make a large, easy to read, attractive score card for use at the meet. Placement of hurdles is accomplished by the junior high track team under the supervision of one of our better varsity hurdlers.

As indicated previously, the names of officials are listed and presented to all coaches at the scratch meeting. Each official also gets a copy of this list, as well as a list of the order of events or the preliminaries and finals and a list of the names of the schools and coaches participating. This encourages everyone to become acquainted with one another by schools and names. (See page 22).

Officials should be acknowledged for their assistance in conducting the Invitational by a letter of appreciation or a phone call after the meet is over. (See example page 23).

Example 10: List of Officials and Coaches

TWENTY-FIRST ANNUAL P. K. YONGE INVITATIONAL TRACK AND FIELD MEET
UNIVERSITY OF FLORIDA
April 22, 1972

Meet Director: Kirby Stewart
Referee: Sam Lee
Head Field Judge: Tom Phillips
Starter: John Grimstad
Clerk of the Course: Ed Jones
Chief Lane Inspector: Mike Nolan
Curve Inspector: Carl Baskins
Announcer: Charles Matthews
Scorer: Rita Janes, Joan Wright
Finish Judges
Head: Bob Hawkins
Bob Stahl
Tom Massey
Bob Gasche
Wade Ring
Wendell Abbott
Max Skidmore
Timers
Head: Will Hoskins
First Place: Skip Harris
Earl Jonas
Emory Springfield
Melissa Murphy
K. C. Paganini
Shot Put: Karl Drake
Chuck Hogan
Larry Faulkner
Discus: J. B. Hannum
Robert Ayer
Mark Stringfellow
Germaine Lundy
Pole Vault: Theron Strangrey
High Jump: Laurence Purdy
Calvester Brightman
Long Jump: West Pit -- T. O. Sterrett
East Pit -- Mark Fried
Jerry Rolax
Rob Bednarik
Hurdles: Paul Greene, Jon Perry
Levi Lawson, Members of the
P.K. Yonge Baseball Team
Starting Blocks: Danny Mesa
Sergio Quintana
Finish Line: Patty Crews
Ribbons and Medals: Barbara Breeze
Lo Ellen Wallace
Presentation of the Trophy: Jim Carnes

ORDER OF EVENTS

Preliminaries:
12:00 High Hurdles (2 heats)
12:10 100 Yard Dash (3 heats)
12:25 180 Low Hurdles (3 heats)
12:40 220 Yard Dash (3 heats)

Finals

12:00 ALL FIELD EVENTS FINALS WILL START AT TWELVE O'CLOCK AND WILL RUN UNTIL COMPLETED. NO PRELIMINARIES. FOUR TRIALS WILL BE ALLOWED IN THE DISCUS, SHOT PUT, AND THE LONG JUMP.

1:10 High Hurdles
1:15 100 Yard Dash
1:20 Mile Run
1:30 880 Relay (2 heats)
1:45 440 Yard Dash (3 heats)
2:05 180 Low Hurdles
2:15 880 Yard Run (2 heats)
2:30 Sprint Medley Relay (2 heats)
2:50 220 Yard Dash
2:55 Two Mile Run
3:15 Mile Relay (2 heats)

SCHOOLS AND COACHES PARTICIPATING

ARCADIA-DESOTO CO.: L. R. BOYETTE
BRANFORD: NICHOLAS BRYANT
CHIEFLAND: WENDELL CORBIN
CRYSTAL RIVER: RON WORTHINGTON
FLORIDA HIGH: D. A. DEMATTEO
FATHER LOPEZ: DAVE KREIMER
HAWTHORNE: CARL BASKINS
MELBOURNE CENTRAL CATH.: DON WILLINGHAM
MONTICELLO-JEFFERSON CO.: HARRY JACOBS
NEWBERRY: BILL MONAHAN
P. K. YONGE: SAM LEE
UNION COUNTY: CHARLES ROBERTS
WILDWOOD: DENNIS DURKIN
WILLISTON: TOM HONEA

(NOTE: There are 25 students listed by name who helped with this meet--not including the baseball team.)

Example 11: Letter of Appreciation to Officials

April 10, 1968

Dear

We would like to take this opportunity to thank you for officiating at the P. K. Yonge Invitational Track meet last Saturday.

As you know, the number and caliber of officials determines how pleasant a meet will be for the athletes, coaches, and more importantly, the spectators. We have had several compliments concerning the efficient and orderly manner in which the meet was conducted. You deserve much of the credit for this, and it was deeply appreciated.

We know that you are interested in the P. K. Yonge track team, so we have enclosed a schedule which includes the remaining meets to be held at the P. K. Yonge track. Should you care to join us as a fan or an official, we would be happy to have you.

Sincerely,

Kirby Stewart

Kirby Stewart
Track Coach
P. K. Yonge

The Meet Itself--Some Troublesome Spots

With proper pre-meet planning and organization and with competent officials, problems will be minimal. There are areas, however, in which problems are anticipated on the basis of past experience. Problems and suggestions for avoiding them are highlighted here.

First, start the meet on time. Spectators, coaches, officials,and competitors all appreciate participating in a meet which begins at the designated time. Have a time table for the scratch meeting, for warm-ups, for weighing in the shot and discus, for briefing officials, (if needed) for beginning announcements on the public address, and so forth. Then stick to the schedule. Once a reputation for starting the meet on time has been established,almost all parties concerned with the Invitational will be prepared to do just that.

Do not expect the timers to double as finish judges. Have a strong person as head finish judge. Have enough judges so that the head judge can oversee the entire race rather than being responsible for picking first place. The problem at the finish is not with first and second places but rather with third, fourth, and fifth where runners are bunched. Hence, experienced finish judges are essential here. Someone else must watch the competitors finishing in the middle of the pack. Often the same runner will be picked by both the third and fourth place finish judges with the fifth place judge correctly picking the fifth runner. In such an instance, the number three or four

runner may be completely overlooked. This problem can be eliminated by having the head finish judge looking at the total group of competitors in the middle positions.

Lane inspectors for all races are a must at an invitational. Problems generally occur in relays at the handoff areas, in the hurdles, in races run over one or more curves, and at the pole where runners are allowed to break to the inside. The final curve is also the location of many fouls in closely contested races of the sprint medley and mile relays, the 880, mile, and two mile runs.

Secure an adequate number of hurdle setters and appoint a good supervisor of these workers. Getting hurdles on and off the track rapidly eliminates a drag in time, evident in may high school meets.

Weighing in of the shot and discus is done in order that coaches and competitors will know if these implements are of legal weight and condition prior to District Competition. Instead of impounding an underweight shot or discus, a small paint spot is sprayed on each legal implement.

Ribbons and awards may be presented in a number of ways, but placing them in team envelopes to be given to each coach or team representative at the completion of the meet has proven most satisfactory. Delivery of awards seems to be slower each year, and therefore, these should be ordered no later than January. Presentation of the team trophy is done by a local personality who has a particular interest in track and is generally known for

some accomplishment relative to the sport.

Two pits should be available for the preliminaries in the long jump because usually there are many entries. The top sixteen competitors are in the pit used for the finals; all other competitors are in the other. Runways must face the same direction because of the wind factor. In the shot and discus, arrange flights in such a way as to reduce conflict by competitors in these two events. This may be accomplished by placing those who are in both events in the first flight of one event and in the last flight of the other. Competitors in only the shot or only the discus are placed in the middle flight of both these events. In the high jump and pole vault, competitors are arranged as in District and State competition with the weaker jumpers first and the competitors with the better heights scheduled to jump in the latter flights.

Preliminaries for running the field begin simultaneously. Finals in the field begin immediately after completion of the trials in each event. Finals in running are scheduled approximately one and one half hours after beginning the preliminary running. This usually allows time for almost all field events to finish (pole vault excluded) before final running begins.

The Local Media

It is essential that the local media be kept informed of the invitational if the meet is to become established. Most local newspapers, radio stations, and TV studios are more than happy to cooperate in getting information to the public.

The first word is sent to the newspaper approximately one week before the meet in case there is a spot for an announcement or warm-up story. In the communique, the expected participating schools and the P.K. Yonge Invitational Records are included. On Wednesday or Thursday, information concerning the competitive strengths of the various schools and information about one to three track athletes in each event is sent to the paper. Usually, the local press will place emphasis upon the outstanding local participants, although, generally, some outstanding athletes from other schools are included. The newspaper may wish to feature State Champions or athletes with the best performance record to date. Pictures of a local athlete or record holder are desirable.

The local TV station is informed approximately one week prior to the meet, and the best time for TV frontage is discussed. Again, the local media may choose races or field events in which local participants or schools are favored, and/or they may pick a State Champion to highlight in the film. Occasionally, a pre-meet tape featuring the Meet Director and a couple of athletes is aired. Radio stations are called a few days before the meet and asked to make spot announcements when possible.

The nature and extent of the coverage is, of course, determined by the various media. Regardless of the disposition of on-the-spot coverage, one of the first responsibilities of the Meet Director at the conclusion of the meet, is to supply the newspaper, radio, and TV with appropriate information regarding the outcome of the Invitational.

Other Post Meet Responsibilities

There are many other responsibilities remaining after the meet is physically over for the year. The final results, including an updating of all new records,should be sent to all participating schools. This information should be placed in the mail by Monday following the meet on Saturday. Schools should also be informed of uniforms, equipment, and other items found after the meet.

The student body should be informed of the results, particularly of outstanding performances of schoolmates, through the daily bulletin and the physical education classes. Student helpers should be publicly appreciated and congratulated, possibly via a bulletin, and personally thanked by the Meet Director at the first appropriate moment. The student body, in general, can usually be praised for good attendance and for conducting themselves admirably as the host school.

As indicated earlier, officials should be personally thanked by telephone or mail at the most appropriate time, soon after

the meet has been run. Results of the meet should be forwarded to the Vice Chairman of the FACA Track Committee of the classification which participated in the meet for use in the Honor Roll.

All results, including preliminaries, should be carefully filed along with all information used subsequent to the actual meet. It is helpful to have your filing system set up with yearly folders in order that results or information from any specific year is readily located.

Even though the pressure and feeling of responsibility has been somewhat relieved by the completion of the Invitational, one additional task remains which will be very helpful in planning future meets. Take time to reflect upon both the strong and the weak aspects of the organization and implementation of the Invitational. The clerk, the head field judge, and one or two of the coaches will be helpful in this evaluation step. Jot down these suggestions for improving the meet, noting as well those aspects in which there were no problems. Identify officials whom you feel you may wish to invite to return and indicate for future reference those new workers who showed promise.

Cost of the Invitationals

P.K. Yonge is very similar to most high schools in Florida in that it has a limited athletic budget. As track is not a money-making sport and as track comes at the time of the year when athletic

directors and principals are carefully weighing all costs in an attempt to maintain a balanced budget, there is usually not much money available to invest in a large invitational. As a consequence, costs have been kept to a minimum. The following breakdown approximates a typical year's expense for the P.K. Yonge Invitational.

Trophy (Winner only)	$18.00
Medals (First place only)	35.00
Ribbons (Second through sixth place)	35.00
Telephone calls	10.00
Paper	3.50
Stamps	5.00
Shells 32 cal. (one box)	3.75
Ice	1.00
Total	$110.25

Concessions are usually available at the Invitational. Most schools can recognize a profit in concessions if they have a group such as the Boosters Club, to operate concessions. If concessions are open, then there is no need for Gatorade, although we do provide ice for all contestants.

The cost of trophies and awards has been kept low not only for budgetary reasons but because our philosophy is that the reward should be in the participation rather than in the size of the item awarded. The medal for first place winners and ribbons for the other five places represent appropriate momentoes to remind the athlete at

some later date of a successful day of friendly competition.

Much paper is needed to print all of the forms needed throughout all our track meets during the year. This is essential to insure efficiency in organizing and conducting the programs.

Should a school feel that the cost of running an invitational is a prohibitive factor, then the possibility of getting a sponsor from the community may be explored. Securing a sponsor becomes easier as the invitational becomes established.

Calendar Checklist for the 1974 P.K. Yonge Invitational

The following checklist represents target dates for accomplishing necessary matters leading to the 1974 P.K. Yonge Invitational. At the time of this writing, the actual date for the meet has not been officially verified. All dates on the calendar, however, assume that the preferred date can be secured.

Checklist for Invitational

August 27	First day of preplanning. Check FHSAA calendar, school calendar, Easter weekend, 1973 track and baseball schedules. Determine tentative date for the Invitational.
Sept. 5	First day of school. Put date of Invitational on the school calendar.
Sept. 25	Call Coach Carnes relative to date. April 6 is first choice. Explore alternative dates.
Jan. 17	Check 1973 evaluation of Invitational. Order trophy, medals, and ribbons. Send out invitations.
Feb. 15	Sanction application sent to FHSAA. Date for return of Intention to participate.
Feb. 18	Begin to call the key officials. Call Intramural Dept. relative to dressing and shower facilities. Begin planning for all officials and helpers, including hurdle setters, etc. Call the most important schools who have not yet responded to the Invitation to participate.
March 16	Send packet containing: Information letter, Entry forms, P.K. Yonge Invitational records, Results of 1973 Invitational. Send follow up letter to those who have not yet returned the intention to participate, including the packet to those expected to participate. Ask these schools to respond immediately.
March 29	Entry form should be mailed back to P.K. Yonge. Contact the newspaper. Send in participating schools and P.K. Yonge Invitational records. Contact local TV station. Inform them of

	important details of the meet.
April 1-2	Confirm key officials. Place notice in school bulletin.
April 3	Call all schools who have not sent in entry forms by early afternoon mail. 7:00 P.M. Preliminary scratch meeting. After the meeting, take information to local newspaper. Include participating schools outstanding competitors in each event. Picture, if available.
April 4	Call radio station and ask for spot announcements. Call TV if appropriate.
April 6	The Invitational
April 6-10	Complete post meet responsibilities

Checklist of Facilities, Equipment, and Materials Needed

A discussion of items relative to checking the condition of the track, the public address system, and securing various materials and equipment needed to successfully conduct an invitational has not been included. It is recognized that several of these factors will differ with each situation; however, there are many common factors, and regardless of the peculiarities of any situation it remains the responsibility of the Meet Director to see that these factors have been considered and checked and that everything is in "Go" condition by the day of the meet. The list which follows presents the facilities, equipment, and materials necessary in the management of the P.K. Yonge Invitational.

The Track, General

Public address system and mike available
Starting and finishing line proper for high school meets
Lane staggers reviewed
Exchange zones properly marked
Flags or line for breaking to the pole checked
Hurdles checked, sufficient number available
Outside lanes of hurdles set for first event
Blocks available
Cart for blocks

Field Events

Shot Put

Field marked at 35, 40, 45, and 50 feet
Toe board checked
Shot area marked
Scale for weighing shot
Spray paint for identifying official shots
Markers
100 foot tape
Spare shot for contestants

Discus

Field marked at 100, 110, 120, 130, and 140 feet
Discus area marked
Markers
150 foot tape
Spare discus

Pole Vault

Pit checked
Runway level and clear
Crossbars (2)
Standards
Poles for replacing crossbar
Planting pit checked
Tape for measuring winning jump and to establish record jumps
Extra pole for visitors

High Jump

Pit checked
Runup level and clear
Crossbars (2)
Standards
Tape for winning jump and records

Pit checked, raked and smooth (consistency of the sand may require this area to be dampened before each meet)
Runway smooth and clear
Take off board checked
Rake available
50 foot tape

Materials for Officials and Coaches

Clipboard, pencil, original and carbon of all competitors for each field event official
Pencils for head finish judges, clerk, announcer, scorer, awards official
Starting pistol, 32 cal.
60 shells
Shell ejector, if needed (nail or paper clip)
Backup pistol for assistant starter
2 whistles, starter and head finish judge
7 stop watches
Finish yarn
Flags for inspectors
Scorers table
Scoreboard, large enough to be seen from ten to twelve feet
Marking pencil
Chairs for scorers, announcer, awards officials
Stands for timers and finish judges (if available)
Booklets for: starter, assistant starter, awards official, announcer, clerk, scorer, head timer, head finish judge, meet director, members of the jury of appeals, newspaper and other media representatives, and all coaches
List of officials and coaches for group of people as above
List of records to same group
Relay participant cards to all coaches
Ribbons, medals, and trophies to Awards official
Envelope for each school to Awards official

Miscellaneous

Extra spikes
Spike wrenches
First aid kit
Towels
Gatorade
Cups
Ice

SUMMARY

The purpose of this monograph has been to suggest procedures which might help some track coaches to organize and conduct invitational track meets efficiently. Many track coaches have already established procedures which are as good or perhaps better than suggestions contained here. Again, an exchange of ideas may ultimately lead to the promotion of better track and field programs in the State of Florida.

Comments relative to this monograph may be addressed to Dr. Kirby Stewart, Research Consultant, or Dr. J.B. Hodges, Director, P.K. Yonge Laboratory School, University of Florida, Gainesville, Florida, 32601.